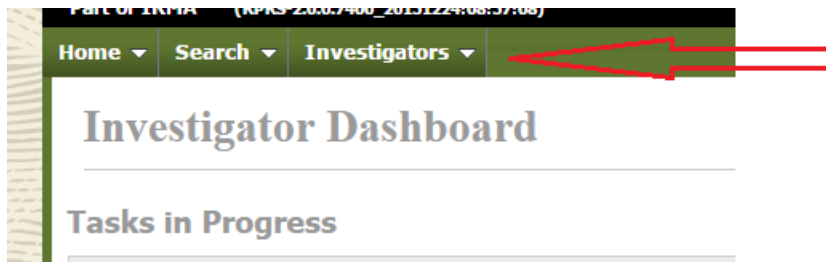


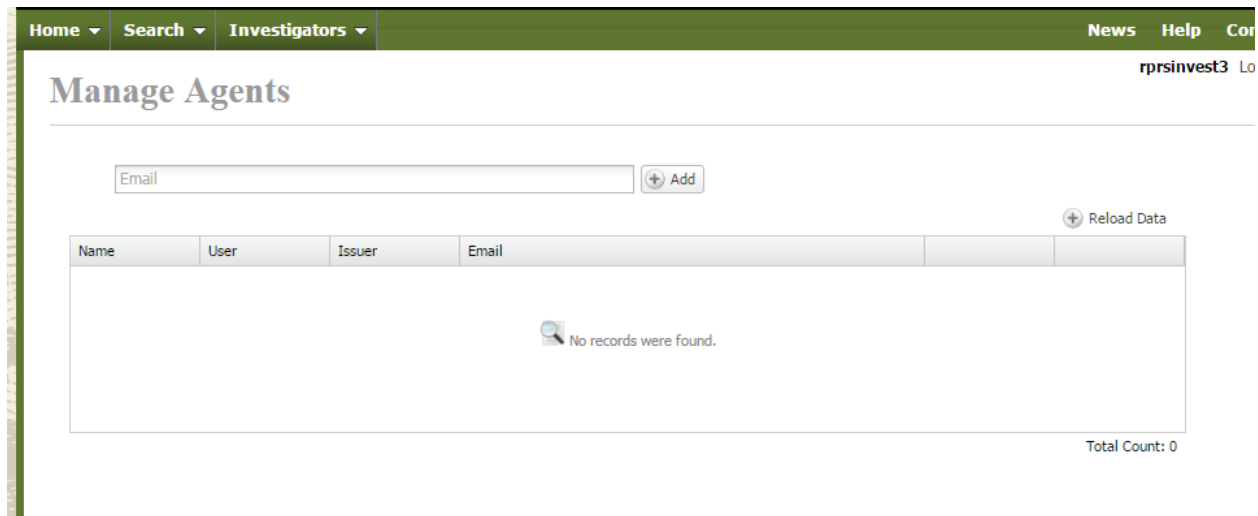
## New Service: AGENT ROLE

Collaboration and assistance is the purpose of the agent role. Investigators who desire assistance in administering the application process and related reporting requirements may assign an agent to assist them. Both the investigator and the agent must have created an investigator account. For information on how to create an account; access RPRS (<https://irma.nps.gov/rprs/>) click on “Help” link, select “Investigator Help”, select “How to Create an Investigator Account”.

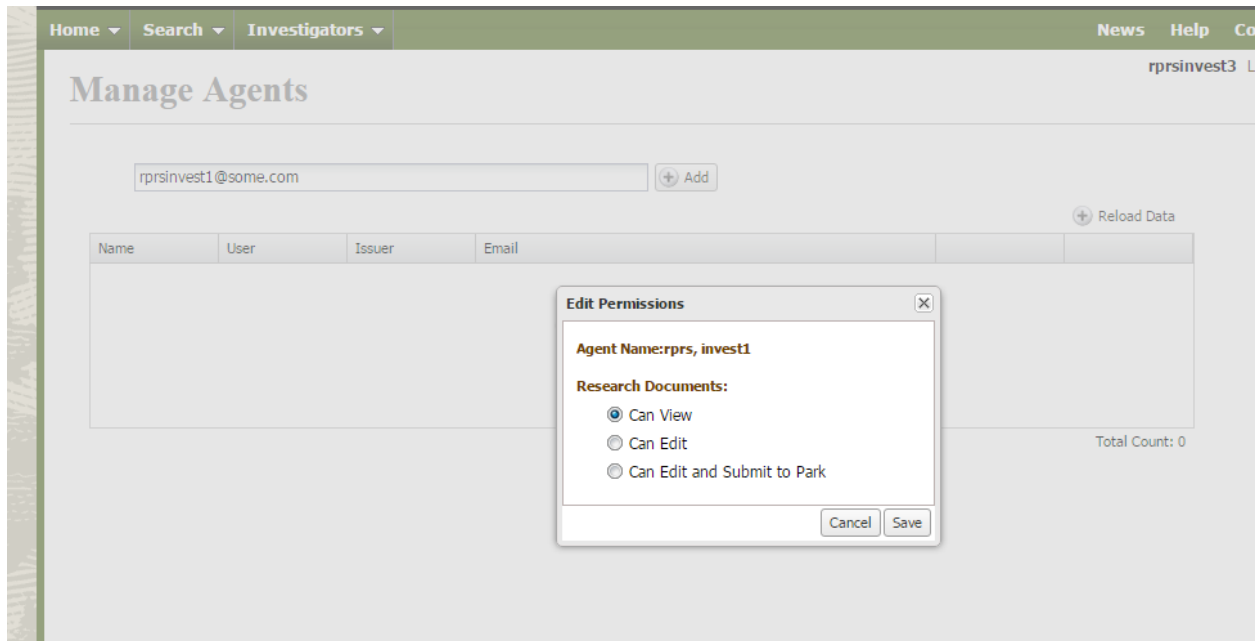
The first step to assigning agent permissions to your account is to log into your account. From the investigator account dashboard (home page), click on the “Investigators” menu option.



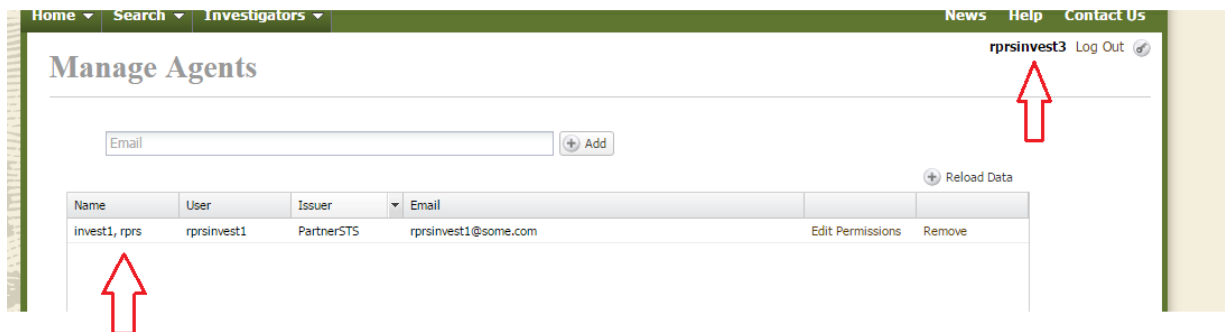
Select the “Manage Agents” option:



Enter the email address of the person to whom you wish to assign the agent role. Note that the agent must have created an investigator account. The email address must be the address that the agent entered as their investigator account email. If the email address entered in the Manage Agents email field matches the address of an investigator account record, the RPRS will ask you to assign the level of permissions that you are granting to the agent. By default, agent assignment provides permission to view all of your account data. You may add permission to edit your documents (applications, Investigator’s Annual Reports, submit final reports). Or, you may add permission to edit and submit your documents.



In this case rprsinvest3 has assigned agent permissions to rprsinvest1.



The account holder assigned permissions will receive an automated notification:

**from:** bill\_commins@nps.gov

**to:** someone@nps.gov

**date:** 01/20/2016 08:13 PM (UTC)

**subject:** You have been assigned RPRS investigator agent permissions

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[First name] [Last name] has assigned you agent permissions to their account. You must log into your investigator account to access these permissions. From your investigator account home page, please see the "Agents" menu option which will open a dashboard which provides you access to those permissions assigned to you.

RPRS web address: <https://irma.nps.gov/RPRS/>

Rprsinvest1 may now access their agent permissions through their account. Upon logging into their account, they will see both the Investigators menu option (for managing their transactions) and Agent menu option (for managing the assigning account holder' transactions).



When rprsinvest1 (investigator assigned agent role by rprsinvest3) clicks on the "Agents" menu option, they will have access to rprsinvest3's account. Their permissions will have been defined by rprsinvest3. Note that these permissions may be removed by both the assigner and recipient. If the investigator who has been assigned agent permissions wishes, they may remove themselves as agent (see "Remove myself as agent: button found in the "Frequent Tasks Section").

Home Search Investigators Agents News Help Contact Us

Agent Dashboard

Investigator I am Assisting invest3, rprs

Tasks in Progress

- Applications Drafted, But Not Yet Submitted (0)
- Appendix A for Non-NPS Repository: Obtain Signature and Return to Park Coordinator (0)
- Permits to Renew: Reapply for New Permit (0)
- Investigator Annual Report: Submit Findings (0)

Frequent Tasks

Create a new permit application for rprs invest3: Go

Remove myself as agent: Remove

All of My Work

- Applications (0)
- Permits (0)
- Investigator Annual Reports (0)

rprsinvest1 Log Out

If the investigator who assigned agent permissions wishes to retract the permissions, they may log into their account, click on the “Investigators” menu option, choose “Manage Agents” and click on the remove option.

Part of IRMA (RPRS-2.0.0.7452\_20151230:11:57:47)

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Manage Agents

Email Add

+ Reload Data

Name	User	Issuer	Email	
invest1, rprs	rprsinvest1	PartnerSTS	rprsinvest1@some.com	Edit Permissions Remove